

Schedule 104

WOMEN'S COMMISSION

FEBRUARY 26, 1992

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	104
	AGENCY, BOARD OR COMMISSION
	COMMISSION ON THE STATUS OF WOMEN
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of December 15, 1983

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE	
* <i>Rose Mjale</i>	
TITLE	DATE
<i>Executive Director</i>	<i>2-12-92</i>

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	DATE
* <i>Andrea I. Paul</i>	<i>Feb-20, 1992</i>
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	DATE
* <i>Allen Beermann</i>	<i>February 26, 1992</i>
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

INDEX

SCHEDULE 104 WOMEN'S COMMISSION

	Item	Page
CONFERENCE/SEMINAR/WORKSHOP FILES	104-13	6
GRANT APPLICATIONS, NOT FUNDED	104-1	5
GRANT FILES	104-2	5
LEGISLATIVE HEARINGS	104-3	5
LISTS	104-4	5
RESEARCH MATERIAL/WORK PAPERS	104-7	5
TALENT FILES	104-10	5
VOLUNTEER FILE	104-12	5

SCHEDULE 104 – WOMEN'S COMMISSION

104-1 GRANT APPLICATIONS, NOT FUNDED

Dispose of after 1 year.

104-2 GRANT FILES

The commission receives a variety of grants that last from one year to eighteen months. Files include applications, approvals, and documentation of financial transactions, correspondence, and other documents pertaining to the grant.

Dispose of 3 years after grant is completed provided audit has been completed.¹

104-3 LEGISLATIVE HEARINGS

Testimony taken in connection with pending legislation. May also include a copy of the legislative bill and commission documentation monitoring the status of the legislation.

Dispose of when no longer of reference value.

104-4 LISTS

Various information lists are compiled for use within the commission. May include such things as list of parking sticker numbers, inwatts and credit card numbers, job lists, media contacts, etc.

Dispose of when superseded or obsolete.

104-5 AND 104-6 DELETED

104-7 RESEARCH MATERIAL/WORK PAPERS

Includes raw data accumulated for the purpose of compiling reports and studies. May also include surveys, work papers, questionnaires, etc.

Dispose of after completion of the final report/study/project or after 1 year, whichever is later.

104-8 AND 104-9 DELETED

104-10 TALENT FILES

Files maintained on women willing to serve on boards and commissions. Forms are filled out listing their talents and interests.

Dispose of after 3 years.

104-11 DELETED

104-12 VOLUNTEER FILE

Files are maintained on the number of volunteer hours contributed by various members.

Dispose of after 1 year.

104-13 CONFERENCE/SEMINAR/WORKSHOP FILES

Files maintained to track planning, registration, and participation. Also may document financial transactions, correspondence, etc.

Dispose of after 3 years provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet